



Job Opportunity

State Controller's Office

Position: Senior Special Investigator

Statewide

Location: Executive Office
300 Capitol Mall, 6th Floor, Sacramento, CA 95814

Issue Date: April 7, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Lynn Roloff, (916) 323-1571

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer, possess State civil service re-employment rights, or reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-722-8550-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

We offer the opportunity for interested candidates to work in a traditional yet progressive public agency, constitutionally established to oversee the financial/fiscal health of the State of California. Interested candidates will be introduced, as well as function in a professional environment designed to provide the citizenry of the State of California with efficient public service and help safeguard the use of public funds with the direction of the State Controller and his/her designee.

This office is a fast pace public office designed to oversee the release of public funds in a fiscally responsible manner with responsibility and/or oversight of approximately 62 boards and commissions. In addition, the State Controller's Office serves as an independent watchdog providing sound fiscal control over more than \$100 billion in receipts and disbursements of public funds.

Specifically, with general direction provided by the Bureau Chief of Investigations, the candidate will function as a member of the Investigations Unit. He/she will be involved in conducting difficult investigations in relationship to fraud, malfeasance, or other criminal behavior in violation of laws within the jurisdiction of the State Controller. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Conduct investigations of suspected violations and complaints of laws, rules, and/or regulations;
- Apply existing laws and initiate the proper application as assigned within duties;
- Locate and interview victims, witnesses, and suspects of complaints;
- Prepare written reports and briefing to Senior Executive Staff members;
- Cooperate with state, federal, and local jurisdictions involved in investigative activities;
- Prepare cases/reports for District Attorney's throughout the State and Federal Prosecutors;
- Testify in state, federal, and civil courts or hearings;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- When required, serve legal documents;
- Conduct stake-outs, surveillances, and undercover operations;
- Apply rules of arrest to suspected violators;
- Carry a firearm;
- Display professionalism along with good ethics and morals in the discharge of responsibilities associated with the State Controller's Office;
- Communicate effectively with team members and senior staff;
- When required, work flexible hours and travel to various locations on short notice to conduct investigations.

Desirable Qualifications:

- * POST certified;
- * One to two years experience in law enforcement;
- * Excellent communications skills;
- * Completion of a curriculum related to law enforcement above the twelfth grade.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
HUMAN RESOURCES
300 Capitol Mall, 6th Floor
Sacramento, CA 95814

Attn: Denise Cruz